

 <b>magic garden</b> early education	<b>Accident, Illness and Chronic Conditions Policy</b>
	<b>Policy Category:</b> Health and Safety
	Date Created; 5 February 2024
	<b>Policy Purpose:</b> Keep children and adults safe by meeting Licensing Criteria HS12, HS25, HS26, HS27, HS30 and HS34.

## Position Statement

Magic Garden does everything practicable to keep children and adults in the centre safe. There are clear procedures for identifying, isolating, reducing, and eliminating hazards, for isolating or excluding a child or adult with an infectious condition, for recording all injuries and illnesses that occur at the centre, and for notifying parents.

## Issue Outline

Both children and adults have accidents, even in safe environments. Children can also become sick quite suddenly or can be unwell on arrival at the centre. Our job is to maintain the wellbeing of our children by creating a safe and healthy environment and acting urgently and effectively to ensure health and well-being of all children.

## Detail

### General:

- First Aid Cabinets are equipped to the standard set by the Ministry of Education and kept fully equipped by the room supervisors.
- Sick children are kept at a safe distance from others. The foyer meeting room is the designated isolation area.
- Children are washed when they are soiled or pose a health risk to themselves or others.
- All permanent teaching staff have current first aid training.
- Staff and parents are informed of health warnings and how to recognise signs of any illnesses for which we receive Ministry notifications.

### Injury Prevention:

- All staff take account of injury prevention in the layout, daily activities and management of the rooms.
- The centre is checked daily for hazards and a record of these checks is kept.
- A hazards list is kept at the entrance of the centre.
- All staff are trained in first aid and in hazard identification and management.
- The hazard management approach we take is to eliminate, isolate or minimise hazards in the centre.
- Staff are to notify maintenance needs to the rooms team leader who reports to the manager. The manager acts promptly on dangerous or urgent repair work and programmes in maintenance work. Maintenance work is recorded.
- Staff members take care of animals in the centres and follow appropriate safety precautions for visiting animals.

### Child and Staff Injury/Accident Procedures:

- In the event of an injury to a child, a first aid trained staff member assesses the severity of the injury, and if minor gives the necessary first aid and records the

accident and action taken and supplies a copy of the incident to the parent/whanau. If there is any doubt about the injury the parents are advised.

- If it is a head injury, an ice pack wrapped in a towel must be held on the child's head for up to 20 minutes. If it is a burn, the injured area must be put under cold running water immediately for at least 10 minutes.
- If the injury needs urgent medical attention, the room team leader calls an ambulance and advises the parents/whanau and the manager. If the room team leader is unavailable, the most senior staff member present calls the ambulance. They also call parents.
- If a child needs to go to hospital/doctor, parents/guardians are informed immediately and asked to collect their child and get them checked by a doctor or health professional immediately.
- In the event that a parent or guardian cannot be contacted, the room team leader or manager will take the child to Shore Care Northcross or emergency department at North Shore Hospital. A copy of the child's enrolment details will be taken with them.
- There must always be adequate staff to care for remaining children at the centre.
- In all cases, incidents are recorded on the incident sheet by the person who witnessed the injury occurrence, and a copy must be given to parents the same day as the incident so they can take it with them to the doctor or health professional.
- The incident recording is to include name of the child, time of the event, what happened and how it occurred, the first aid administered, and signed by the teacher and the parent/whanau upon collection of the child.
- The team leader ensures the accident/illness/incident register is completed.
- For injuries where body fluids are present, teachers are to wear gloves.
- If there is serious harm, the centre manager must report the incident to WorkSafe and the Ministry of Education as required.
- Staff accidents and injuries are also recorded and procedures followed as for child procedures with next of kin notified where the incident is serious. This register is kept in the Centre Manager's office.

#### When we seek medical attention

- Medical advice or attention will be sought for any sudden illness or injury that cannot be safely dealt with using standard first aid, or requires immediate attention, including but not exclusive to;
  - Unusual drowsiness, loss of consciousness or severe head injury.
  - Seizure or fit.
  - Severe injury or pain that cannot be explained.
  - Labored or unusual breathing, turning blue.
  - Has a rash which covers a large part of the body or a blood red or purple rash of tiny spots or bruises, but has not been injured.
  - Has faeces that are black or bloody or green vomit.
  - Choking.
  - Suspected ingestion of a poisonous substance.
  - Severe allergic or anaphylactic reaction.
  - Has been ill, or is ill and seems to be getting worse.
  - Unusual rash.
  - High temperature.
  - Burn.
  - Suspected sprain or broken bone.
  - Asthma attack (inform parent and seek advice).
  - Unusual cry or distress with or without pain.
- Parents will be contacted and consulted immediately.

#### Chronic Conditions:

- Our enrolment forms ask for sharing of information about chronic conditions and illnesses and for any information about appropriate care. We are controlled by the Privacy Act. Personal information about a child or family will not be communicated in any way to other children, families, or to anyone else without permission.
- Any specific training for the management of the condition will need to be provided by the parent or public health nurse.

#### Child Illness:

- Sick children with communicable diseases are isolated in the foyer meeting room to stop the spread of infection. Parents are asked to collect them.
- Any notifiable diseases are notified to the Ministry of Health.
- Staff and parents are informed of health warnings and how to recognise signs of any illnesses for which we receive Ministry notifications.
- Children will be required to stay away from the Centre when:
  - they have vomiting or diarrhoea, until 48 hours clear.
  - they have an infectious or notifiable disease.
  - they have a fever.
  - they have no interest in activities or play.
  - they have little energy, want or need to sleep or rest for long periods.
  - they cry easily, are irritable or in pain.
  - they constantly want to be held and comforted.

*Displayed on wall for all parents/whanau*

#### Exclusion:

- The team leader or a senior teacher is responsible for any exclusion that occurs during the day. Management has access to an advisory doctor as listed on the Emergency Contacts List. The Department of Health Protection Officer can be phoned for advice at the Hub on 09 6234600 by the manager. With management confirmation Health Protection Officers may contact parents/ guardians for specimen testing or may assign a disease protection team, if necessary visiting the Centre.
- A list of infectious and notifiable diseases is contained in Appendix 2 of the Licensing Criteria. HIV is not listed by the Ministry of Education as an infectious disease. The Human Rights Act 1993 does not allow exclusion of a child because of HIV/AIDS.

#### Staff illness and accidents:

- Staff with communicable illnesses must take sick leave.
- Staff accidents and injuries are also recorded and procedures followed as for child procedures with next of kin notified where the incident is serious.

#### First Aid Cabinet

The First Aid cabinets are readily available with the contents kept dry, clean, and secure in the bathrooms. The contents are inaccessible to children.

- It is the responsibility of the team leader and teachers to ensure that the contents are checked monthly, changes documented and supplies reordered when low
- A list of the required First Aid contents are kept inside the cabinet.

#### Contents of First Aid cabinet:

- Triangular bandage
- Assorted bandages (crepe, rolls), 50mm and 75mm size
- 2 sterile dressings (individual packets), 1 large and 1 small

- Sterile gauze pads (pack of 5)
- Sealed packs of alcohol wipes
- Adhesive tape for dressings (Micro-por) 12 mm
- Assorted waterproof adhesive plasters (band aids)
- Non-stick dressings (Telfa) small and medium
- Saline or Optrex
- Scissors
- Fine pointed tweezers
- Flowing soap
- Safety pins
- Thermometer
- Stainless steel bowl, medium size
- Plastic bags for soiled dressings
- Disposable gloves
  
- Accident register and pen/pencil
- First Aid Manual
- Face Shield
  
- Other additions
- Anthisan Cream
- Sunscreen
- Insect repellent
- Insect bite cream
- Notice for useful telephone numbers: (Doctors, Ambulance, National Poison's Centre 0800 POISON 0800 764766, Healthline 0800 611 116)
- Cold pack (stored in fridge and freezer)
- Notice of how teachers can help during an asthma attack.

Precautions used when in contact with potentially infectious body fluids:

- Wash hands before and after treatment for cuts and abrasions.
- Cover all cuts on your hands with waterproof dressings before treating.
- Avoid skin contact with blood and body fluids.
- Use disposable gloves if skin contact with blood or body fluid is likely. Use paper towels to clean up blood or body fluids. Clean contaminated area with diluted bleach. Place contaminated material, including gloves, in a plastic bag and dispose.

Cleaning of potentially infectious body fluids within the centres:

- Carpet - Use gloves and a mask with vomiting/diarrhoea. Scoop up residue, throw away in a plastic bag. Wash with water and soap then steam clean to disinfect.
- Vinyl floors, walls, painted and laminated surfaces must be disinfected with household bleach using one part bleach to ten parts water.

#### Immunisation Register:

A record of each child's immunisations is kept with individual enrolment forms. Immunisation certificates are viewed and recorded by a staff member when the child enrolls.

#### **Alignment with Other Policies**

This policy aligns with the Health and Safety Policies and Procedures.

### **Relevant Background (including legislation/regulation references)**

Licensing Criteria 2008, Health and Safety, Child Health and Well Being documentation required:

- **HS25:** There is an adult present at all times for every 25 children attending(or part thereof) that:  
Holds a First Aid qualification gained from a New Zealand Qualification Authority accredited first aid training provider; or  
Is a registered medical practitioner or nurse with a current practising certificate; or  
Is a qualified ambulance officer or paramedic.

If a child is injured, any required first aid is administered or supervised by an adult meeting these requirements.

- **HS27:** a record of all injuries and illness that occur at the service. Records include the child's name, date, time and description of the injury, illness, or incident. Actions taken and by whom and evidence that parents have been informed.
- Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:
- **HS12:** a hazard identification and management system. The system can be consistent with the requirements of the Health and Safety in Employment Act 1992, but goes beyond the consideration of significant hazards to employees to include all hazards to children.
- **PF27:** There is space (away from where food is stored, prepared, or eaten) where a sick child can:
  - Be temporarily kept at a safe distance from other children (to prevent cross-infection)
  - Lie down comfortably
  - Be supervised.
- **PF28:** There is a first aid kit that:
  - Complies with requirements of Appendix 1
  - Is easily recognisable and readily accessible to adults;
  - Is inaccessible to children.
- **HS30:** Children are washed when they are soiled or pose a health risk to themselves or others.
- **HS13:** The temperature of warm water delivered from taps that are accessible to children is no higher than 40°C, and comfortable for children at the centre to use.
- **HS14:** Water stored in any hot water cylinder is kept at a temperature of at least 60°C.
- **HS15:** All practicable steps are taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.
- **HS16:** Safe and hygienic handling practices are implemented with regard to any animals at the service. All animals are able to be restrained;
- Health (Immunisation) Regulations 1995 require services to have an immunisation register retained for at least 12 months (see the ECC's online guideline for Retention of Records).

### **Impacts of Policy on Staff, Parents, Children**

Following these procedures will ensure that the environment is safe, that parents and appropriate authorities are kept informed of accidents and illnesses where appropriate, and that appropriate records are kept to meet licensing and other legislative requirements.

**Alignment with the Philosophy of Magic Garden**

This policy ensures a safe environment, a crucial part of creating and maintaining the well being of children in our care.

**Implications and/or Risks for Magic Garden**

Following this policy significantly reduces the risk of this centre being fined for not meeting criteria, losing trust with parents because of illness or accident issues and maintaining public credibility.

**Implementation**

Clear procedures have been developed and staff trained to follow them.

**Review**

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	Paul Blair
<b>Last Reviewed:</b>	February 2024
<b>Next Review:</b>	July 2025
<b>Consultation</b>	Ministry of Education Management, Team Leaders and Teachers